

Application and Verification Guide

2016–2017

Introduction	1
CHANGES FOR 2016–2017	1
Chapter 1: The Application Process: FAFSA to ISIR	5
TYPES OF APPLICATIONS.....	5
<i>FAFSA on the Web (FOTW), FAA Access to CPS Online, Paper FAFSA, FAFSA on the phone, FSA ID, Renewal FAFSA</i>	
PROCESSING THE FAFSA.....	7
OUTPUT DOCUMENTS: THE SAR AND ISIR.....	7
DEADLINES.....	9
Chapter 2: Filling Out the FAFSA	11
STEP ONE: GENERAL STUDENT INFORMATION.....	11
<i>Questions 1–31</i>	
STEPS TWO AND FOUR: INCOME AND ASSETS	14
<i>Questions 32–45 (and questions 80–94 for parents), Zero income, Married and filing different types of returns, Married filing separately and one spouse does not file, Qualified education benefits, Reporting “take-back” mortgages, Reporting trust funds, Ownership of an asset</i>	
STEP THREE: DEPENDENCY STATUS.....	23
<i>Questions 46–58, Veteran match, Documentation of foster youth, Who does and does not count as a parent on the FAFSA?, Other sources of support for children and other household members</i>	
STEP FOUR: PARENTS’ INFORMATION (DEPENDENT STUDENTS ONLY).....	28
<i>Questions 59–79, 84 (see Step Two for discussion of questions 80–83, 85–94) Reporting information in cases of death, separation, divorce, and remarriage</i>	
STEP FIVE: INDEPENDENT STUDENT DATA	32
<i>Questions 95–102</i>	
STEP SIX: SCHOOL INFORMATION.....	33
STEP SEVEN: SIGNATURE(S)	34
<i>Questions 104–108, Signatures for electronic applications, Signature requirements chart</i>	

Chapter 3: Expected Family Contribution (EFC)	37
GENERAL INFORMATION	37
SIMPLIFIED FORMULA	37
AUTOMATIC ZERO EFC	38
DEPARTMENT OF DEFENSE MATCH AND IRAQ AND AFGHANISTAN SERVICE GRANT	38
ALTERNATE EFCS	39
THE EFC WORKSHEETS	39
FORMULA A—DEPENDENT STUDENTS	39
<i>Parents' contribution, Student's contribution from income, Student's contribution from assets, Alternate EFCs for other than nine-month enrollment</i>	
FORMULA B—INDEPENDENT STUDENT WITHOUT DEPENDENTS OTHER THAN A SPOUSE	43
<i>Contribution from available income, Contribution from assets, Alternate EFCs for other than nine-month enrollment</i>	
FORMULA C—INDEPENDENT STUDENT WITH DEPENDENTS OTHER THAN A SPOUSE	45
<i>Available income, Contribution from assets, Calculation of student's EFC, Alternate EFCs for other than nine-month enrollment</i>	
EFC WORKSHEETS	49
<i>Formula A, Formula B, Formula C</i>	
Chapter 4: Verification, Updates, and Corrections	77
REQUIRED POLICIES AND PROCEDURES	77
APPLICATIONS AND INFORMATION TO BE VERIFIED	78
<i>Verification tracking groups, Reporting results for groups V4 and V5, Verification exclusions</i>	
DOCUMENTATION	81
<i>AGI, taxes paid, and other tax data; Special tax situations; Using a joint return to figure individual AGI and taxes paid; Other untaxed income; Household size; Number in college; SNAP benefits (food stamps); Child support paid; High school completion; Identity and statement of educational purpose</i>	
UPDATING INFORMATION	90
CORRECTING ERRORS	90
INTERIM DISBURSEMENTS	91
<i>Overpayments from interim disbursements</i>	

CHANGES IN A SELECTED APPLICANT'S FAFSA.....	91
<i>Campus-based and DL changes, Pell changes, Selection after disbursement, After documentation is complete</i>	
HOW TO SUBMIT CORRECTIONS AND UPDATES.....	92
<i>Using FAFSA on the Web (FOTW), Submitting changes via FAA Access to CPS Online or EDE, Using the Student Aid Report (SAR) to make corrections, Adding schools and changing a student's address</i>	
DEADLINES AND FAILURE TO SUBMIT DOCUMENTATION	93
<i>Campus-based and DL, Pell Grants, Other considerations, Late disbursements, Verification status codes</i>	
SUGGESTED VERIFICATION TEXT.....	95
<i>2016–2017 Suggested verification text</i>	
 Chapter 5: Special Cases.....	119
PROFESSIONAL JUDGMENT.....	119
<i>Students without parent support</i>	
DEPENDENCY OVERRIDES.....	121
CONFLICTING INFORMATION	123
<i>Subsequent ISIRs, Discrepant tax data, Resolution of conflicting information</i>	
REFERRAL OF FRAUD CASES.....	124
<i>Office of Inspector General address and phone numbers</i>	
UNACCOMPANIED HOMELESS YOUTH.....	125

